

KENTUCKY BOARD OF VETERINARY EXAMINERS
Post Office Box 1360, Frankfort, Kentucky 40602

Telephone (502) 564-3296

HOW TO APPLY FOR LICENSURE AS A VETERINARIAN

PLEASE READ CAREFULLY – APPLICATION/EXAMINATION FEES ARE NONREFUNDABLE

EXAMINATION TITLES – NAVLE AND KSB

NAVLE – NORTH AMERICAN VETERINARY LICENSING EXAMINATION: Verification of eligibility to take the NAVLE is through this office on the attached application. You are eligible to apply for the NAVLE if you have graduated or are within six months of your expected graduation date from a school or college of veterinary medicine accredited or approved by the Council on Education of the AVMA, or are enrolled in the Educational Commission for Foreign Veterinary Graduates (ECFVG) program. The application fee must be attached in order to process the request for verification.

FILING DEADLINES FOR NAVLE VERIFICATION - For Nov-Dec window – August 14th deadline
For April window – January 8th deadline

The **NAVLE Application Form** must be returned directly to NBVME along with the required fee (\$425.00). Exam application forms are available on the NBVME website at www.nbvme.org. The NBVME has set an exam application deadline of at least 92 days prior to the opening of each testing window. Certified check, cashier's check, or money order shall be made payable to NBVME. Each approved candidate will receive a scheduling permit approximately 30 days prior to the opening of the testing window. The candidate will use the scheduling permit to make an appointment at a testing center. **Currently scheduled testing windows are Nov. 15 – Dec. 11, 2004 (four weeks) and April 11 - 23, 2005 (two weeks).**

KSB - THE KENTUCKY STATE BOARD IS ENCLOSED WITH THE APPLICATION FORM. PLEASE COMPLETE THE ANSWER/SCORE SHEET AND RETURN (answer/score sheet only) WITH THE COMPLETED APPLICATION.

EXAMINATIONS REQUIRED FOR LICENSURE

- (1) NBE– score must be equivalent to or higher than 1.5 standard deviation below the mean score. NBE taken after December 1, 1992 must obtain a scaled score of 425 or higher.
 - (2) CCT – score must be equivalent to or higher than 1.5 standard deviation below the mean score. CCT taken after December 1, 1992 must obtain a scaled score of 425 or higher.
 - (3) KSB – passing score of 75 or higher.
 - (4) NAVLE – passing score
- If you obtained a score which meets Kentucky's requirements on the NBE and CCT, or NAVLE, you may have your scores transferred to Kentucky by The American Association of Veterinary State Boards' Veterinary Information Verifying Agency, 4106 Central Street, Kansas City, MO 64111, (telephone number (877) 698-8482). A Score Reporting Service Form is enclosed.

APPLICATION FEE(S)

A \$100.00 application fee must be submitted in addition to the appropriate examination fee(s).

APPLICATION FORM

All answers must be typed or neatly printed. All questions must be answered. If a question is not applicable, enter "N/A" in the space provided. Your application must be signed and dated.

SENIOR STUDENT EXAMINATION APPLICANTS

Seniors attending a college of veterinary medicine, which has been accredited by the AVMA, may take the NAVLE within the spring or fall testing window prior to graduation. Senior applicants must submit a letter from the dean of the AVMA accredited school they are attending stating they are seniors and the expected date of graduation. Upon graduation it will be necessary to submit a copy of the actual diploma prior to licensure.

LICENSE VERIFICATION FORMS

You must contact each state in which you hold or have held a license to practice veterinary medicine and have their board office forward a letter of good standing directly to the Kentucky Board of Veterinary Examiners (address listed above). Your application file will not be complete until these forms are received. Please note that some board offices charge a fee for this service.

FOREIGN VETERINARY GRADUATES

Graduates of colleges of veterinary medicine not accredited by the AVMA must submit documentation verifying that they have obtained a certificate from the ECFVG prior to applying for the Kentucky State Board Examination. There are no exceptions.

SPECIAL PERMIT INFORMATION

Special permits are available, by request, to qualified applicants (please refer to 321.201 of the Kentucky Revised Statutes) until such time that the applicant can sit for the next scheduled examination. The fee per special permit is \$50.00. Special Permits will expire on the day following the next examination results. If you do not sit for the examination immediately following the issuance of your special permit, your permit will expire the day of the examination and you must apply for a new permit to continue the practice of veterinary medicine in Kentucky until the next test administration. Permits are valid through one test administration only. Special Permits may be issued to applicants who have not taken the NAVLE while waiting to complete the examination process, provided their application file is complete, including a letter from a Kentucky licensed veterinarian stating the applicant will be practicing under his/her direct supervision during the period of issuance of the special permit. You will not be permitted to practice veterinary medicine under any other circumstance than under his/her direct supervision.

ALL EXAMINATION CANDIDATES MUST PROVIDE THE FOLLOWING INFORMATION:

1. Completed application (front and back). Candidates must mark all applicable boxes.
2. A signature and current date on the back of the application.
3. Required fee(s). See application.
4. Certification of good standing from all states in which you are or have been licensed. This certification must be an original from each states' board office. This information could take up to six weeks to be processed and may require payment of a fee.
5. A current photo is required for your permanent file.
6. Copy of your diploma or proof of graduation.
7. Transfer of NBE and CCT, or NAVLE score(s) from VIVA. REQUIRED. (VIVA Form enclosed)
8. If you are applying for a special permit you must provide a letter from the Kentucky licensed veterinarian who is employing your services, stating that you will be practicing under his/her direct supervision during the period of your special permit.

All information should be mailed to the Kentucky Board of Veterinary Examiners, P.O. Box 1360, Frankfort, Kentucky 40602.

SCHEDULE AND CONTENTS OF EXAM

The examination process for Veterinary Medicine consists of two (2) separate examinations.

The NAVLE is administered during a two week window in April and a four week window in November - December of each year. Once a scheduling permit is received from the NBVME, all eligible applicants may select the test location of their choice from any Prometric computer testing center in North America. The NAVLE will consist of clinically relevant multiple choice questions, and approximately 10% of the items will include graphic images (photographs, radiographs, photomicrographs, etc.). Additional information on the NAVLE can be found on-line at www.nbec.org.

The KSB examination is mailed with the licensure application. It consists of fifty multiple choice and true or false questions concerning the laws and regulations relating to the practice of veterinary medicine in Kentucky. The answer/score sheet must be filled out and returned with the completed application, fees, and required documentation.

ALL ADDRESS/NAME CHANGES MUST BE SUBMITTED TO THE BOARD IN WRITING. A form is available upon request or online at the following address: <http://www.state.ky.us/agencies/finance/occupations>

YOU ARE ADVISED, YOU ARE NOT PERMITTED TO PRACTICE VETERINARY MEDICINE IN KENTUCKY, UNDER ANY CIRCUMSTANCE, UNTIL YOU ARE LICENSED BY THIS BOARD. THE PRACTICE OF VETERINARY MEDICINE IN KENTUCKY WITHOUT A LICENSE IS A VIOLATION OF THE KENTUCKY REVISED STATUTES AND GROUNDS FOR DISCIPLINARY ACTION.

PLEASE REMIT FEE(S) BY CASHIERS CHECK OR MONEY ORDER PAYABLE TO: **KY STATE TREASURER**

THE KENTUCKY BOARD OF VETERINARY EXAMINERS

PO BOX 1360

FRANKFORT KENTUCKY 40602

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<http://occupations.ky.gov>